



JOB DESCRIPTION

Code Enforcement Official

Date Prepared: December, 2015

SUMMARY: Under limited supervision, manages and coordinates the daily administrative field activities and operations of Code Enforcement personnel engaging in the enforcement of municipal land use and nuisance violations; as well as other related state codes and regulatory programs through state and federal grant programs; performs related duties, as required.

ESSENTIAL FUNCTIONS: -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to the following:*

- Supervise division staff and operations.
- Assign work and conduct employee performance evaluations.
- Implement procedures, policies, programs, and training.
- Assist the City Planner and Building and Fire Official to investigate complaints pertaining to land use, structure habitability, and nuisance; execute specialized operations such as the demolition of severely damaged structures.
- Manage the division budget and ensure the execution and compliance of a variety of state and federal grants and funded grant demolition projects.
- Serve as the liaison for the Code Enforcement Division with other departments and outside agencies.
- Provide statistical reports for executive staff and the City Council regarding Code Enforcement programs.

MINIMUM QUALIFICATIONS:

Education, Training and Experience Guidelines:

Bachelor's degree in Public Administration or a closely related field; AND five years professional code enforcement, accounting or fiscal management experience, INCLUDING three years of supervisory experience; OR an equivalent combination of education, training, and experience.

Knowledge of:

- City policies and procedures.
- Civil and administrative criminal court systems.
- Administrative and criminal enforcement process and procedures.
- Laws of arrest, search, and abatement procedures.
- External agency requirements regarding the operation of various business types and required permits/licenses.
- State housing codes, building codes, business, professional codes, health, and safety codes.
- State code of regulations and penal codes.
- City municipal and land use codes.
- Adopted International codes.
- Civil and administrative legal notice requirements and court procedures.

- Principles and practices of supervisory leadership.
- Principles and practices of grants, project management, and administration.
- State and federal regulations regarding grant funding and administration.

Skill in:

- Using initiative, discretion, and judgment within established procedures guidelines and rules.
- Defining problems, establish facts, and drawing valid conclusions.
- Managing situations requiring diplomacy, fairness, firmness, and sound judgment.
- Interpreting and apply City, state, and federal codes, laws and regulations regarding local government licensing, permitting, taxes, and other related documentation.
- Fiscal revenue analysis.
- Providing efficient customer service.
- Communicating effectively, both verbally and in writing.
- Operating a personal computer and various software applications.
- Establishing and maintaining cooperative working relationships with managers, supervisors, employees, businesses, contractors, consultants, external public and private agencies and the general public and applying safe work practices.

LICENSE AND CERTIFICATION REQUIREMENTS:

- Must possess a valid California Class “C” driver’s license upon hire and maintain throughout the length of employment with the City of Victorville.
- POST PC 832 Law of Arrest certification.
- POST Level II and Level III certification.
- CACEO Basic and Advanced Code Enforcement certification.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Work is performed in both an office and outdoor environment. Physical demands are moderate, consisting primarily of sitting, standing, walking, lifting, and carrying moderately heavy boxes up to 50 pounds and/or utilizing a hand dolly. Incumbent must be able to see and hear in the normal range, with or without correction, and communicate verbally and in written form with great facility, and must be able to be understood. Incumbent must have the stamina to work long hours and overtime, if assigned, and must be willing to work an irregular schedule, which may include weekends, holidays, evenings, and/or varying shifts.

Department Head

Date

Personnel Officer

Date